

**CARLSON DETTMANN CONSULTING:
POSITION REVIEW FORM**

Employer Name	Richalnd County	Department / Division	Management Information Systems
CURRENT Job Title	MIS Assistant	SUGGESTED Job Title	MIS Technical Support Specialist
CURRENT Grade (If Applicable)	Click or tap here to enter text.	ANTICIPATED Result	<input type="checkbox"/> Increase in Grade <input type="checkbox"/> Decrease in Grade <input type="checkbox"/> Stay the Same
Request Initiated By	<input type="checkbox"/> Employee <input checked="" type="checkbox"/> Department <input checked="" type="checkbox"/> HR/Administration	Requested Review (Check All That Apply)	<input checked="" type="checkbox"/> Classification Review <input type="checkbox"/> Market Analysis <input type="checkbox"/> FLSA Status
Reason for Review	<input type="checkbox"/> New Classification <input checked="" type="checkbox"/> Duties Added <input type="checkbox"/> Duties Removed/Transferred <input type="checkbox"/> Market Validation	Are Any Other Positions Affected By This Change? (e.g. transfer of duties, shift in supervision, etc.) If yes, which job(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If this is a new position, please provide a brief narrative of the intent/purpose of the position.</p> <p>If this is a revised position, please provide a brief description of the changes giving rise to the request for review (e.g. higher degree of skill, increase in responsibility, educational requirements, etc.).</p> <p>If requesting market data, please also include a brief discussion of any recruitment / retention challenges, or other reason for seeking market data.</p>		Click or tap here to enter text.
HR/Administration Comments	<p>The MIS department has taken on several additional duties in the past 18 months. There has been significant changes in other departments and Covid19 has drastically changed MIS functions. With these changes we have had increased responsibilities for the MIS Assistant position and that is no longer an appropriate title or classification.</p> <p>The additional responsibilities include working in a more confidential manner with more sensitive information supervision of LTE MIS Staff increased direct communication with other department heads- as the MIS Director and MIS Administrator have taken on additional assignments the IS Technical Support Specialist has had to take on a more direct contact role with other department heads. AV setup and support for meetings which must now be available both in person and virutally</p>		
	Click or tap here to enter text.		

ALL requests should be accompanied by job documentation (e.g. job description, JDQ, etc.). The job documentation for position requests should clearly highlight (e.g. redline/strikeout) the changes to the job.